



## ZONING ADMINISTRATION

### LICENSES & INSPECTIONS - CITY OF HARTFORD

**Zoning regulates** the height, density, bulk, location and use of buildings and land. The intent of zoning regulations is to ensure the most appropriate use and development of the land to promote health and the general welfare.

**Zoning permits are required for:**

- All new uses of a particular building or land - even if no alterations or changes are proposed for the existing building or premises.
- All accessory structures - temporary or permanent, including but not limited to: signs, walls, fences, pools, certain playground equipment, garage structures, tents, decks and virtually all structures constructed above ground.

**1. Before purchasing or developing your property**

Contact the Licenses and Inspections (L & I) zoning office to verify the property's zone and for a determination of compliance to current zoning regulations.

**2. Zoning Permits and Zoning Certificate of Occupancy**

Require submission of the following materials to L & I:

- ☐ Completed "Application for Zoning Approval".
- ☐ Floor plan - legible and drawn-to-scale, clearly indicating nature and character of work to be performed.
- ☐ Site Plan - showing existing and proposed structures and available parking - for projects which increase uses of a property or changes one use to another use. Drawn by a registered engineer, architect or land surveyor.
- ☐ Fees - Zoning permit, \$20; Certificate of occupancy, \$15.

**3. L & I Zoning office reviews submissions**

For compliance with the zoning regulations prior to issuing a Building Permit, Zoning Permit or Zoning Certificate of Occupancy. If application is denied - applicant can appeal to Zoning Board of Appeals.

**4. Zoning Board of Appeals** - if needed, to appeal a decision of the L & I Zoning administrator. Submit the following materials 21 - 30 days before the bi-monthly scheduled meeting:

- ☐ Completed application for: variances, appeals, Special Exceptions, or Special Permits of the Zoning Ordinance.
- ☐ Four site plans - certified by architect, land surveyor, or professional engineer.
- ☐ Fees - \$160.00 (\$170.00 motor vehicle)

**NOTE:**

**Building permit application also serves as the zoning application** - for issues involving the change of use; and upon issuance the building permit also serves as a zoning permit.

**Zoning Certificates of Occupancy** - are required for commercial tenant changes in an existing building; for temporary or seasonal uses; and for accessory uses of an existing building. Liquor permit applications are obtained from the State Liquor Control Commission.

**LICENSES AND INSPECTIONS  
DIVISION**

Hours: 8:30 am to 4:30 pm  
Monday through Friday

Location: 260 Constitution Plaza,  
1<sup>st</sup> Floor

**CONTACT INFORMATION:**

Zoning  
(860) 757-9238; 757-9239  
Fax - (860) 722-6374

Building code  
(860) 757- 9200  
TDD only - 722-8333

Housing code  
(860) 757-9210

Planning Division  
(860) 757-9040

**Site Plan Review** by the Planning Division is required when:

- Building an addition onto existing structure or building a new structure - in RO-3 district and R1 to R8 residential zones.
- Increasing the number of dwelling units.
- Constructing parking spaces for more than 5 vehicles or expanding a parking lot of more than 5 spaces.

(Fee \$60)

Revised: December 2004